# Submitter Tutorial – National Site Format

Please note that some instructions may not appear on your computer exactly as they do on mine, due to age of computer programs on your computer or other unfathomable computer thinking.

1. Go to http://cgr.scv.org
2. The next screen is titled 'Confederate Graves Registry Public Interface'
3. Immediately above the 'search format, you will see a black toolbar with the words 'Submit Updates' and "Download Forms'
4. Click on 'Download Forms'
5. A box labeled 'Bulk Submission Procedure' will appear, with options to 'open', 'save' or 'cancel'
6. Click 'Save'
7. 'Save As' box will open in 'My Documents'
8. In the box marked 'File Name' you will see 'Graves-20111125'
9. 'Save As' type should be 'Microsoft Office Excel 97-2003 Worksheet'
10. Click 'Save'
11. Next make a copy of the document you saved(right click on document name, find 'Copy' and click on it.)  This will be your working copy.
12. Look in 'My Documents' for the 'Copy of graves-20111125' entry.  Double click on it to open the spreadsheet.  From here on please follow the instructions to help us maintain consistency in the way the database looks.
13. Spreadsheet 1 should appear on your screen.  It gives you some instructions and some of the abbreviations that are used on the spreadsheet.  Please read.  You cannot delete this sheet.
14. Go to the document tabs at the bottom of the screen, click on 'Sheet 2.'
15. This is the cemetery data screen.  Move the bar at the bottom of the screen all the way to the left so the first column 'Cemetery Name' shows
16. Type in the name of the cemetery.  Do not use an apostrophe in the name – punctuation is reserved for other functions in Excel.  It MUST include the word 'cemetery.'  It MUST be on Line 2 between the yellow color bars.  To maintain continuity, Please do not use ALL CAPITAL LETTERS.  No submission will be accepted by the program without the cemetery data.
17. Tab to the next column you have data for: 'City' if you know it, 'County'(spell it out completely)- REQUIRED, 'State'(use postal 2-letter abbreviations, NO PUNCTUATION, both capital letters) – REQUIRED, and any other data you may have for that cemetery

18. Go to the toolbar at the top of the page.  Open 'File' or the Microsoft symbol to access the 'Save As' option.

19. When you place your cursor on the 'Save As' option, you should get a box on the right showing several types of formats documents can be 'saved as.'  Click on 'Excel 97-2003 Workbook.'

20. Click on 'Save.' The screen will go back to the spreadsheet 2 cemetery page you were on

21. Click on 'Sheet 3' at the bottom of the screen; the veteran screen will appear

22. Ignore the column labeled 'ID'

23. Begin filling in the veteran data in the columns across the spreadsheet.  To maintain continuity, please do not use all capital letters.  Punctuation is reserved for computer functions, so do NOT use periods after initials or abbreviations.  Note: Columns headed 'unit state', 'unit type', 'marker type', 'marker condition', 'born in country' and 'died in country' all have drop-down menus when you see the cell shown.  Using anything else will prevent your submission from being processed. ALL LETTERS IN THESE COLUMNS MUST BE CAPITAL LETTERS

24. Ranks are to be shown as Pvt, Cpl, Sgt, 2Sgt, Lt, 1Lt, Capt, Maj, Col, LtCol, BGen, Surg, QM, Adj, etc.  The abbreviations are dictated by the finite size of the space allotted(15 characters only) for the data on the input document.

25. Columns that have an asterisk(*) are required

26. AKA column is for unit designations like 'Waul's Texas Legion', CSA, '1st Confederate Cavalry' or similar designations

27. 'Company' may be a letter(or letters) or a person's name

28. ALL dates must be in year-month-day format with dashes between numerals.  If you only have the year, enter it as: 1842-00-00.  Do not enter ANYTHING if you have NO information for dates

29. Do not guess at data.  If data for a column is not known, SKIP the column.  Do NOT use 'n/a' or '0000-00-00' in any column

30. The Source cell in the CGR display has space for only 40 characters, so if you have more than one source, or a really long source name,  place ONE in the 'Source' column and the rest in the 'Notes' section as an 'Addl source(s):'  NO data will be accepted by the program without source information.  Sources can be 'walked cemetery'; a book, magazine or document(please give complete title and author if applicable); website(please use www.name.com); National Archives- specify exactly where data was found so a future reader can locate the same source and data

31. Any additional data will be entered in the 'Notes' section.

32. Enter your first name

33. Enter your last name

34. Enter your email address

35. Enter your phone number

36. Go to the toolbar at the top of the page.  Open 'File' or the Microsoft symbol to access the "Save As' option

37. When you place your cursor on the 'Save As' option, you should get a box to the right with options listed.  Click on "Excel 97-2003 Workbook"
38. A 'Save As' box appears: change the file name from 'Copy of graves_20111125' to the cemetery name, county, and state.  Example:  Jett Cemetery Orange Orange Co TX (NO commas)
39. Click 'Save'
40. Exit the spreadsheet by clicking the 'X' in the upper right hand corner
41. Go to 'My Documents'  and find the document you just named
42. Right click on the document
43. Click on 'email this file' or 'send to'
44. When the email format comes up, type 'graves@scvmail.org' in the "To" line
45. Click 'Send'
46. Remember, only ONE cemetery per sheet, but up to 30 veterans per sheet.  If you have fewer than 30 veterans, it helps to type '_END_' in the ID column directly under the last veteran's name. If you have MORE than 30 names for one cemetery, call me (Andrea Prouse – 409-988-4420)


Do not try to send spreadsheets via the tab 'Submit Updates'.  That tab is only to direct someone wanting to add or dispute data in the database to the person who is shown as the submitter of the data.